

MISSION

The Department of Leisure Services strives to enhance the quality of life of all residents through healthy lifestyle initiatives, support services to individuals in need, and programs encouraging civic engagement and community involvement.

REGISTRATION & POLICY INFORMATION

1. Residents may register immediately in person, by mail or FAX. FAX registrations must include Master Card or VISA number, expiration date and signature. Receipts will be sent by mail or email as soon as the registrations are processed (excluding Ice Skating registrations). **Registration form can be found on page 7.**
2. On-Line Registration: You may register on-line for most programs. Go to www.westhartfordct.gov/leisureservices and click on the On-line Registration button.
3. Nonresident registrations will be accepted in person, by mail, FAX or on-line. Leisure Services reserves the right to limit non-resident registrations as deemed necessary.
4. If the session you wish to register for is filled, you will be placed on a waiting list and notified when an opening occurs.
5. Children must be the proper age before the program(s) begin.
6. Only those enrolled in the programs may attend. Sorry, but "visitors/family" will not be permitted in the classrooms.
7. Sometimes a class must be cancelled because of lack of enrollment. Please register early to avoid disappointment.

PHOTOGRAPHY

The West Hartford Leisure Services Department reserves the right to photograph program participants for publicity purposes. Please be aware that these photos are for Leisure Services use only, and may be used in promotional and advertising materials, including but not limited to, future catalogs, brochures, pamphlets, and/or flyers, as well as websites and social media.

INCLEMENT WEATHER CANCELLATION POLICY

For up-to-date weather cancellation information call the Leisure Line at 860-561-7509. In most cases, if the West Hartford schools are closed, daytime classes may be cancelled. Cancellation of evening programs is decided by 3:00 pm. If in doubt call the facility running the program.

REFUND & CANCELLATION POLICY

Please sign up early to avoid classes being cancelled due to low enrollment.

- Full refunds will be automatic if a session is cancelled.
- Cancellations and refund requests must be made (3) business days before the program begins.
- All refund requests must be made in writing.
- Refunds **will not** be given after a program has begun.
- A 10% processing fee will be deducted from all refunds (minimum \$5.00).
- In case of injury, a written refund request must be accompanied by a doctor's note.
- No refunds will be given on trips, special events, season tickets and/or passes.

SCHEDULING

Leisure Services programs follow the West Hartford public school schedule. If changes to the public school schedule affect scheduling of the Leisure Services programs, schedule and pricing adjustments will be made accordingly.

SUPPORT THE RECREATION SCHOLARSHIP FUND

Make a Difference in a Child's Life... Support the Recreation Scholarship Fund! You can help create a memorable summer experience for a child and family in need by making a donation to the Leisure Services Recreation Scholarship Fund. Donations are used to fund a variety of programs including summer camps, swimming lessons and other recreational activities for children and families who could not otherwise participate. Your tax deductible donation will be used solely for scholarship purposes. For more information call Leisure Services at 860-561-7510.

NOTICE: While Leisure Services makes every effort to provide complete and accurate information, our program content, schedules, instructors and/or locations are subject to change. If you have any questions or concerns, please contact the facility offering the program you are interested in, or visit www.WestHartfordCT.gov/LeisureServices for updated information.

Per Connecticut General Statute 19a-77 we are required to disclose that our programs are not licensed by the State Office of Early Childhood (OEC). Because the Department of Leisure Services is a municipal department, our programs are exempt from licensing by the OEC.

